

**STATE OF LOUISIANA**  
**DEPARTMENT OF WILDLIFE AND FISHERIES**

**Recreational Offshore Landings Permit Reporting Procedures and Guidelines**

**GENERAL INFORMATION**

**Purpose**

The Louisiana Department of Wildlife and Fisheries (LDWF) developed this program to characterize and quantify the universe of recreational and charter anglers that annually fish beyond Louisiana's territorial waters. This program will produce more accurate data than the current survey methodology because it utilizes a mandatory reporting system for yellowfin tuna.

This program was developed under authority granted to the Louisiana Wildlife and Fisheries Commission and the Department of Wildlife and Fisheries in R.S. 56:6(34), R.S. 56:6(25)(a), R.S. 56:326.1, R.S. 56:326.3, R.S. 56:320.2(C), L.A.C. 76:VII.206, L.A.C. 76:VII.361, and L.A.C. 76:VII.377. A National Fish and Wildlife Foundation Gulf Response Grant provided funding for portions of this program.

**Permit Required**

All charter and recreational anglers are required to obtain a free Recreational Offshore Landings Permit to possess or land the species of fish listed below in Louisiana waters. Permits can be obtained by visiting the department's website [www.wlf.la.gov/rolp](http://www.wlf.la.gov/rolp), or by downloading the iPhone app from the App Store by searching for Louisiana Recreational Offshore Landing Permits App. The Android app can be downloaded from the Google Play Store by searching for LDWF Rec. Offshore Landing App..

Anglers possessing the following species of fish must possess a permit:

- Yellowfin tuna\*
- Red snapper
- Greater amberjack
- Gag
- Red grouped
- Black grouper
- Yellowfin grouper
- Yellowmouth grouper
- Rock hind
- Red hind
- Scamp

**Reportable species**

**\*At this time charter and recreational anglers are required to report only yellowfin tuna.**

## **AT SEA PROCEDURES AND REPORTING DEADLINES**

All anglers fishing for or landing yellowfin tuna must have a copy of their Recreational Offshore Landing Permit Number on their person throughout the duration of the fishing trip. In addition, anglers must also keep and maintain a harvest log onboard when at sea. The harvest log must contain the same information as the harvest report, with the tag numbers serving as the confirmation number for yellowfin tuna harvested on a charter vessel. The LDWF provided harvest report does not have to be used as long as the same information on the LDWF example is maintained onboard the vessel.

An example harvest log is included in the appendices.

### **For recreational anglers:**

Recreational anglers must submit a harvest report before offloading their yellowfin tuna from the fishing vessel. These anglers will mostly take advantage of the iPhone/Android application, but may also call the reporting line to file a report. When calling the reporting line, anglers may enter the required information for multiple fish on one phone call; and will receive a single confirmation number at the end of the call.

### **For charter anglers:**

Unlike recreational anglers, charter captains have the ability to submit a harvest report after landing their catch. Charter captains are responsible for reporting yellowfin tuna landed by their clients. The deadline for a charter captain to submit their harvest reports is the fifteenth day of the following month. For example, charter anglers with multiple trips scheduled for the month of November must submit their harvest reports by December 15. This makes the website more advantageous to submit charter harvest reports, because you can enter multiple trips on one report. Charter captains must also maintain and keep a harvest log on board the vessel.

In addition, charter captains must tag a yellowfin tuna, around the caudal peduncle, immediately after their client has caught and brought the fish onboard.

## **ACCOUNT CREATION**

In order to apply for a Recreational Offshore Landing Permit, an angler must create a profile at the Recreational Offshore Landings Permit website. During the account creation, anglers will be required to submit information including: their first and last name, street address, phone number, recreational or charter fishing license number (optional) and E-mail address; anglers will also

have to specify a password for accessing their account. The developer has taken precautions ensuring that the angler confirms his license number and password.

Once the angler has entered the required information, the website will generate their Recreational Offshore Landing Permit. Permits will be printable.

Anglers holding lifetime licenses, who were not issued a ten-digit fishing license number, or exempted seniors born before June 1, 1940, are not required to enter a fishing license number when creating an account. These anglers will select either *Lifetime* or *Senior* in a dropdown menu. Permits will be printable.

### **Problems when creating an account**

Rarely, an error should occur when creating an account. The most common error (to be expected) is when an angler enters an incorrect fishing license number, and then confirms that incorrect number. While the website grants the first angler a permit, the problem occurs when another angler tries to input his or her correct fishing license number – using the number given incorrectly by the first angler. The website will deny access to anglers creating accounts with a recreational or charter fishing license number that is already in use. These anglers must call the Department to remedy their account error. When encountering this type of error, please call the Finfish Program Manager, Marine Fisheries Section at 504-284-2030.

## **METHODS OF SUBMITTING DATA**

Once the angler has successfully created an account, they may submit harvest reports via the website or mobile website, an iOS or Android application, or by calling the reporting line at 877-792-3440.

To create a harvest report, the angler must successfully log in to the database by entering their E-mail address and password they used when creating their account. Once logged in, an angler will click on “Create Report” at the top right of the screen.

When creating a report, anglers must submit the following information for each fish:

- Date the yellowfin tuna was caught
- Time the yellowfin tuna was caught; based on four, six-hour, time blocks
- Offshore tract and block number where the yellowfin tuna was caught
- Yellowfin tuna length in inches

Anglers landing yellowfin tuna should provide the eight-digit Federal Highly Migratory Species Angling Permit Number associated with the vessel used in landing the yellowfin tuna. Charter anglers landing tuna must also report the tag number associated with each landed yellowfin tuna.

## Website and Mobile Website

The website to enter data for harvested yellowfin tuna is [www.wlf.la.gov/rolp](http://www.wlf.la.gov/rolp) and is the same website the angler used when creating their account. Anglers may access the mobile website by pointing their mobile device's internet browser to the same address; the mobile browser will scale the website accordingly. The angler's mobile device must have connectivity to a network to view the mobile website.

## iOS(iPhone) and Android Applications

The Department has taken the initiative to create one of the first iOS and Android applications that will allow users to submit an entire harvest report via their mobile device. Unlike the mobile website, anglers download the iOS and Android application to a mobile device; in addition, the application possesses the ability to work without connecting to a network.

For many recreational anglers, the application will be the most efficient method of submitting data on their reportable harvest. Screenshots of the iOS and Android application are included in the appendices. The iOS application may be downloaded for free by searching for “**Louisiana Recreational Offshore Landing Permits App**” in iTunes or the App Store. The Android application may be downloaded for free by searching for “**LDWF Rec. Offshore Landing App**” in the Google Play Store.

## Reporting Line (IVR)

Recreational and charter anglers without a smartphone may submit a harvest report by calling the reporting line at **877-792-3440**. If the angler is calling from the phone number registered to their account, the IVR will identify their account and will allow them to bypass entering their log in data manually. Anglers calling from a phone not identified in the database will have to enter the phone number associated with their permit or the last seven digits of their permit, and then confirm their correct information.

The reporting line will feature a looping system that will require the angler to enter the number of different locations fished in first followed by the offshore planning tract (**Figure 1**) fished. After selecting the tract and entering the block number, the system will confirm with the angler; and then, allow the angler to input the number of yellowfin tuna that were harvested from the confirmed location. The angler will then enter and confirm the lengths of the yellowfin tuna entered.

If the angler indicated that they harvested yellowfin tuna in multiple locations at the beginning of the call, the phone system will ask for the second offshore planning tract and block number;

repeating the process until all of the yellowfin tuna have been entered. Once complete, the phone system will provide a confirmation number to the angler, which can be repeated if needed.

A flowchart of the phone system is included in the appendices.

## **CONFIRMATION AND ENFORCEMENT**

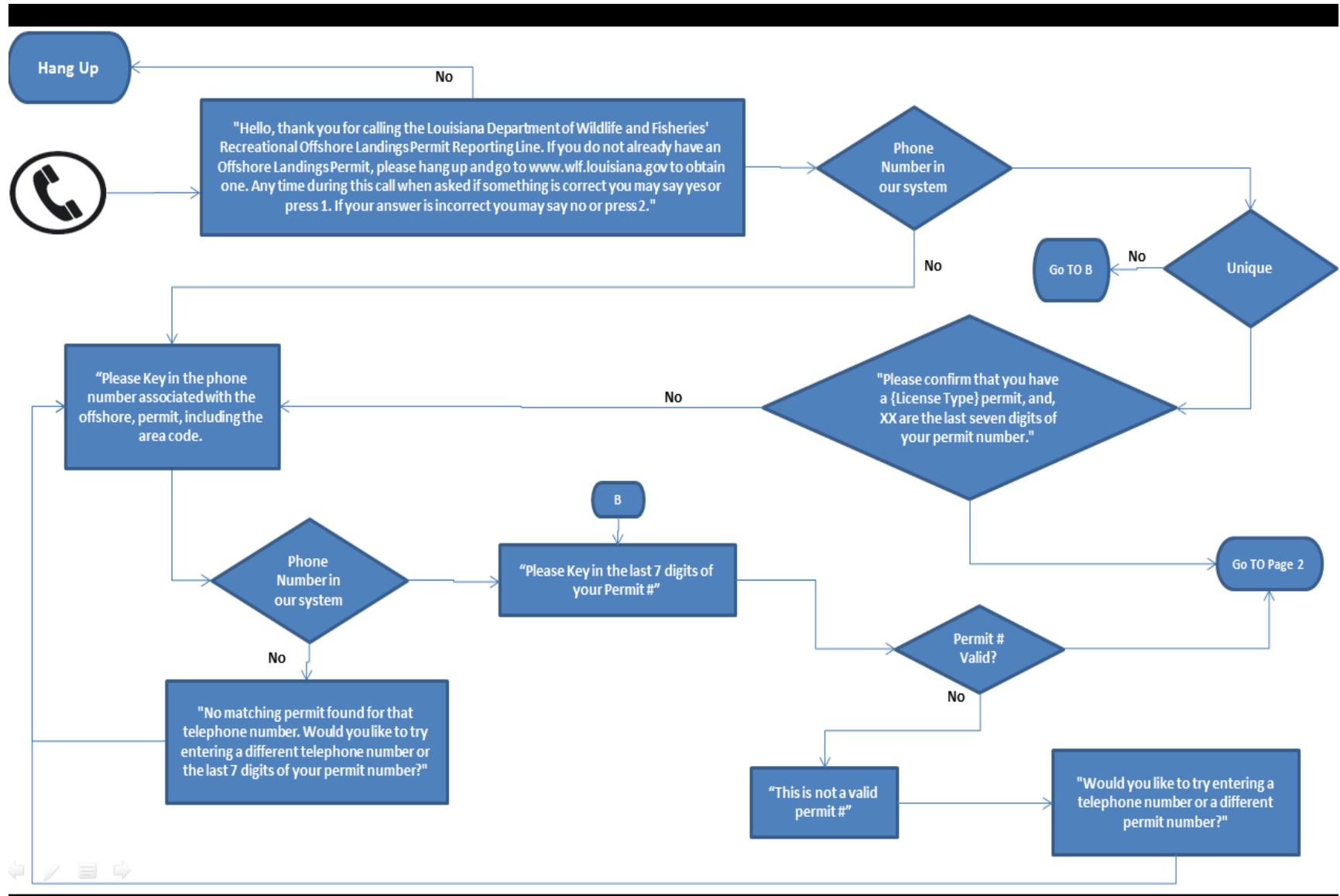
Anglers that successfully submit their harvest report via the website, mobile website and phone system will receive a confirmation number immediately. Anglers using a smartphone application will receive their confirmation once they are connected to a network (either cellular or Wi-Fi). This may create problems for anglers in remote areas because they will not receive a confirmation number until they are connected. To resolve this issue, the application will show that the report has been submitted (meaning, the angler has pressed the *Submit* button after creating a harvest report), but the database has not received the harvest report. The report will sit in an “outbox” feature allowing the angler to show LDWF enforcement agents, if needed.

For charter captains whose clients land yellowfin tuna, the tag numbers on individual tunas will serve as their immediate confirmation numbers for yellowfin tuna landed, however these tag numbers will need to be entered into the system before the deadlines outlined in this document.

## **YELLOWFIN TUNA TAG DISTRIBUTION (CHARTER ONLY)**

Charter captains whose client anglers land yellowfin tuna must tag each tuna once it is brought aboard a vessel. Licensed charter fishing guides may receive tags from the Department by picking them up at LDWF offices in New Orleans (2021 Lakeshore Drive, Suite 407), Bourg ( 468 Texas Gulf Road ), Grand Isle (Fisheries Research Lab, 195 Ludwig Annex), New Iberia (2415 Darnall Road) or Lake Charles (1213 North Lakeshore Drive). Licensed charter captains will be issued tags for a number requested up to a maximum of 50 tags each and they will receive a receipt for those tags. Should an allotment of 50 tags not meet the needs of a particular charter captain, a case by case request for a greater allotment of tags will be considered by the Finfish Program Manager, Marine Fisheries Section. Any questions regarding tag distribution or allotment can be forwarded to the Finfish Program Manager, Marine Fisheries Section at 504-284-2030.

**Appendix 1. IVR FLOWCHART (Flow resumes from bottom right block on first page to upper left block on second page.)**





## Appendix 2. Training Document

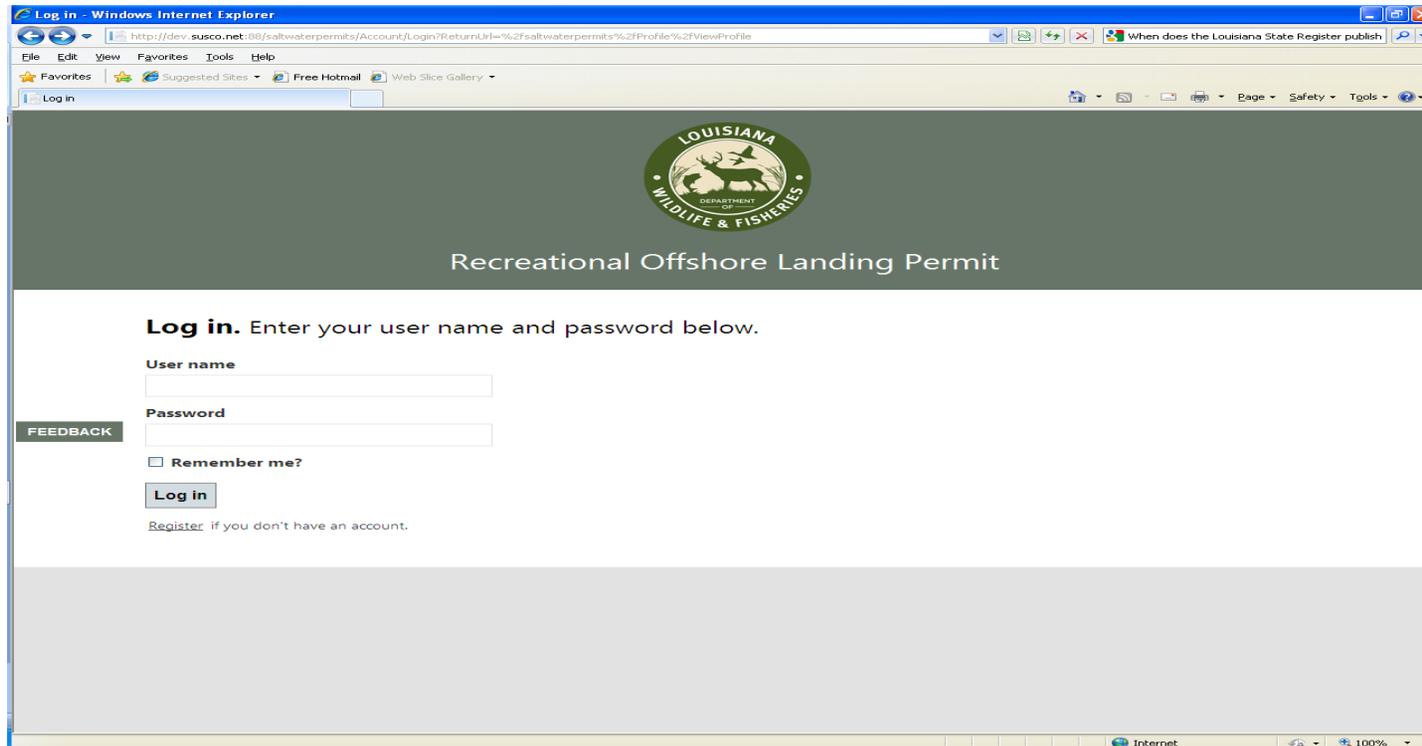
### WEBSITE

To access the website type [www.wlf.la.gov/rolp](http://www.wlf.la.gov/rolp) in your browser's address bar.

#### Log In Page

If a user has already created a log in then this page may be used to access the Recreational Offshore Landing Permit website. Logging in will allow the user to submit and review harvest reports as well as print a copy of their Recreational Offshore Landing Permit and utilize all the functions associated with the website.

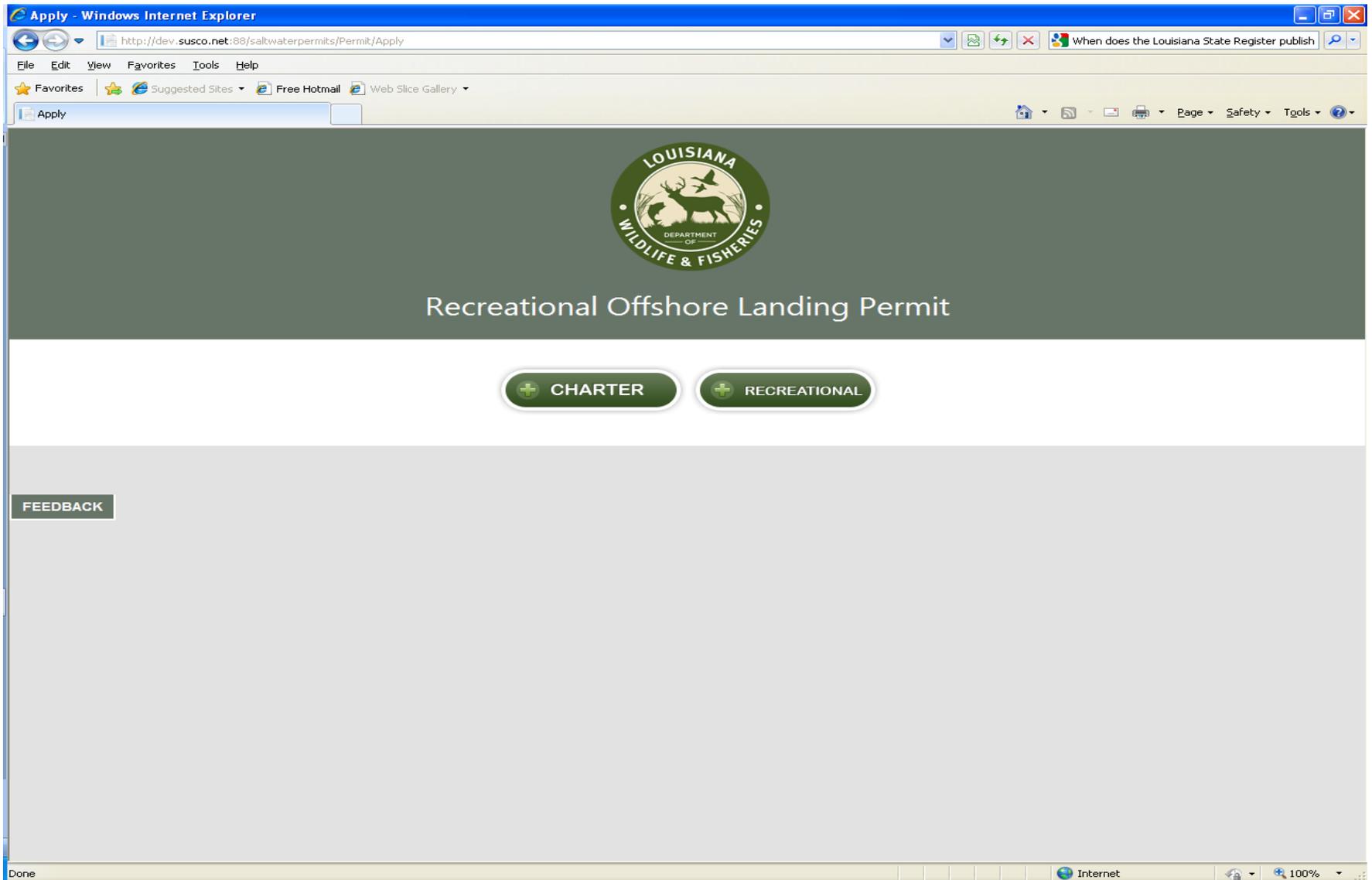
- 1) To log in simply enter your user name and password and click the *Log in* button (**screen 1**).



**Screen 1.** Recreational Offshore Landing Permit Login Page.

## Account Creation

The Recreational Offshore Landing Permit website will first load a log in screen. To create an account, select the *Register* link below the *Log in* button (**screen 1**). Once the user has selected *Register*, a choice of two buttons, *Charter* or *Recreational* will appear. The user must select the appropriate button to indicate if they are registering as a private recreational angler or a charter captain (**screen 2**).



**Screen 2.** Recreational Offshore Landing Permit Charter or Recreational Selection Screen.

Users selecting *Recreational* will be sent to a registration page (screen 3):

If a user selects “Recreational” they will be linked to a registration page (screen 3).

The screenshot shows a Windows Internet Explorer browser window with the address bar displaying `http://dev.susco.net:88/saltwaterpermits/Permit/Apply`. The page features the Louisiana Department of Wildlife & Fisheries logo at the top center, which includes a circular emblem with a deer and a bird, surrounded by the text "LOUISIANA DEPARTMENT OF WILDLIFE & FISHERIES". Below the logo, the title "Recreational Offshore Landing Permit" is displayed in a large, white font on a dark green background.

The main content area contains a registration form with the following fields and labels:

- License Type:** A dropdown menu currently set to "Normal".
- Login Username:** A text input field.
- Password:** A text input field.
- Confirm password:** A text input field.
- Email:** A text input field.
- Name:** A text input field.
- Street Address:** A text input field.
- Street Address line 2:** A text input field.
- City:** A text input field.
- State:** A text input field.
- Zip:** A text input field.
- Phone Number:** A text input field.
- LDWF Recreational Saltwater Fishing License:** A text input field with a note: "(Enter your license number without dashes)".
- Confirm Fishing License Number:** A text input field.

A "Submit Application" button is located at the bottom of the form. On the left side of the page, there is a dark grey button labeled "FEEDBACK". The browser's status bar at the bottom shows "Internet" and a zoom level of "100%".

**Screen 3.** Recreational Offshore Landing Permit “Recreational” registration page.

- 1) License Type – Select you license type; *Normal*, *Senior* or *Lifetime*.
- 2) Login Username – Select a unique username for your account.
- 3) Password – Select a unique password that is at least 6 characters long.
- 4) Confirm Password – Retype and confirm previously created password.
- 5) Email – Enter the e-mail address you want associated with this permit.
- 6) Name – Enter your first and last name with one space between each name.
- 7) Street Address – Enter your current street address.
- 8) Street Address Line 2 – Enter any additional address information such as apartment or suite numbers.
- 9) City – Enter the city associated with your current address.
- 10) State – Enter the state your current address is by entering the complete state name.
- 11) Zip – Enter the seven digit zip code associated with your current address.
- 12) Phone Number – Enter the phone number that you want associated with this permit in the format (###) 555-5555.

\* If *Lifetime* or *Senior* is selected, the registration is complete at step 12 and the *Submit Application* button may be utilized at this point; the user will be routed to a profile page with the previously entered information displayed (**screen 4**). From this page the user may select to print a copy of their Recreational Offshore Landing Permit by selecting the *View Printable Profile* link underneath the anglers profile information (**screen 5**). To return to the profile page use your browsers back button.

http://dev.susco.net:88/saltwaterpermits/Profile/ViewProfile - Windows Internet Explorer

http://dev.susco.net:88/saltwaterpermits/Profile/ViewProfile

File Edit View Favorites Tools Help

★ Favorites | ★ Suggested Sites | Free Hotmail | Web Slice Gallery

http://dev.susco.net:88/saltwaterpermits/Profile/Vie...

Home Page Safety Tools



## Recreational Offshore Landing Permit

Hello, [testseniortuna](#) ! [Log off](#)

[Home](#) [Create Report](#)

**LDWF Recreational Saltwater Fishing License:** SENIOR  
**Name:** Tommy Tuna  
**Phone:** (504) 284-2030  
**Street Address:** 2021 Lakeshore Drive  
**Street Address(line2):** Suite 407  
**City:** New Orleans  
**State:** Louisiana  
**Zip:** 70122  
**Current Offshore Landing Permit:** Senior-963769  
**Expiration Date:** 6/30/2013

[View Printable Profile](#)  
[Change Password](#)  
[Edit Profile](#)  
[View Harvest Records](#)  
[Create Harvest Report](#)

**FEEDBACK**

Done, but with errors on page. Internet 100%

Screen 4. Recreational Offshore Landing Permit Profile (Home) Page.

The screenshot shows a Windows Internet Explorer browser window. The address bar contains the URL: <http://dev.susco.net:88/saltwaterpermits/Profile/ViewProfile?printable=True>. The browser interface includes a menu bar (File, Edit, View, Favorites, Tools, Help), a toolbar with navigation buttons and a search box, and a status bar at the bottom. The main content area displays the following information:

**2012 - 2013**

**Recreational Offshore Landing Permit**

**Permit:** Senior-963769

**Expiration Date:** 6/30/2013

**LDWF Recreational Saltwater Fishing License:** SENIOR

**Name:** Tommy Tuna

**Phone:** (504) 284-2030

**Street Address:** 2021 Lakeshore Drive

**Street Address(line2):** Suite 407

**City:** New Orleans

**State:** Louisiana

**Zip:** 70122

On the left side of the content area is the logo for the Louisiana Department of Wildlife & Fisheries, featuring a circular emblem with a deer and a fish, surrounded by the text "LOUISIANA WILDLIFE & FISHERIES DEPARTMENT OF".

The status bar at the bottom of the browser window shows a warning icon and the text "Done, but with errors on page." and the "Internet" icon.

**Screen 5.** Recreational Offshore Landing Permit Printable View Screen for anglers with a Senior or Lifetime License.

- 13) LDWF Recreational Saltwater Fishing License – Enter your ten-digit LDWF issued saltwater fishing license number without any dashes in the format #####. Field is optional.
- 14) Confirm Fishing License Number – Re-enter and confirm the license number entered in step 13. Field is optional.

The registration process is now complete, for an angler that has a ten-digit Recreational Saltwater Fishing License number; users may utilize the *Submit Application* button at this point. After clicking *Submit Application*, the user is routed to the profile page with the previously entered information displayed (**screen 6**). From this page the user may select to print a copy of their Recreational Offshore Landing Permit by selecting the *View Printable Profile* link underneath the anglers profile information (**screen 7**). To return to the profile page use your browsers back button.

The screenshot shows a web browser window with the following content:

- Browser Title:** http://dev.susco.net:88/saltwaterpermits/Profile/ViewProfile - Windows Internet Explorer
- Address Bar:** http://dev.susco.net:88/saltwaterpermits/Profile/ViewProfile
- Logo:** Louisiana Department of Wildlife & Fisheries (LDWF)
- Section Header:** Recreational Offshore Landing Permit
- User Greeting:** Hello, testrolp1dwf ! [Log off](#)
- Navigation:** [Home](#) [Create Report](#)
- Profile Information:**
  - LDWF Recreational Saltwater Fishing License:** 555555559
  - Name:** Joe Angler
  - Phone:** (504) 284-2031
  - Street Address:** 2021 Lakeshore Drive
  - Street Address(line2):** Suite 407
  - City:** New Orleans
  - State:** Louisiana
  - Zip:** 70121
  - Current Offshore Landing Permit:** 555555559-9307422
  - Expiration Date:** 6/30/2013
- Links:**
  - [View Printable Profile](#)
  - [Change Password](#)
  - [Edit Profile](#)
  - [View Harvest Records](#)
  - [Create Harvest Report](#)
- Feedback:** [FEEDBACK](#)

Screen 6. Recreational Offshore Landing Permit Profile Page for anglers with a Normal License.

http://dev.susco.net:88/saltwaterpermits/Profile/ViewProfile?printable=True - Windows Internet Explorer

http://dev.susco.net:88/saltwaterpermits/Profile/ViewProfile?printable=True

File Edit View Favorites Tools Help

★ Favorites | ★ Suggested Sites | Free Hotmail | Web Slice Gallery

http://dev.susco.net:88/saltwaterpermits/Profile/Vie...

2012 - 2013



**Recreational Offshore Landing Permit**

Permit:	555555559-9307422
Expiration Date:	6/30/2013
LDWF Recreational Saltwater Fishing License:	555555559
Name:	Joe Angler
Phone:	(504) 284-2031
Street Address:	2021 Lakeshore Drive
Street Address(line2):	Suite 407
City:	New Orleans
State:	Louisiana
Zip:	70121

Done Internet 100%

Screen 7. Recreational Offshore Landing Permit Printable View Screen for anglers with a Normal License.

User chooses “Charter” button (**screen 4**):

If a user selects “Charter” they will be linked to a registration page (**screen 8**).

The screenshot shows a Windows Internet Explorer browser window with the URL `http://dev.susco.net:88/saltwaterpermits/Permit/Apply`. The page features the Louisiana Department of Wildlife & Fisheries logo and the title "Recreational Offshore Landing Permit". A registration form is displayed with the following fields:

- License Type: Normal (dropdown menu)
- Login Username: [text input]
- Password: [text input]
- Confirm password: [text input]
- Email: [text input]
- Name: [text input]
- Street Address: [text input]
- Street Address line 2: [text input]
- City: [text input]
- State: [text input]
- Zip: [text input]
- Phone Number: [text input]
- LDWF Charter Boat Fishing Guide License: [text input] (Enter your license number without dashes)
- Confirm Fishing License Number: [text input]

A "Submit Application" button is located below the form. On the left side of the page, there is a "FEEDBACK" button. The browser's status bar at the bottom shows "Done" and "Internet".

**Screen 8.** Recreational Offshore Landing Permit Charter Registration Page.

- 1) License Type – Charter users will always select *Normal*.
- 2) Login Username – Select a unique username for your account.
- 3) Password – Select a unique password that is at least 6 characters long.
- 4) Confirm Password – Retype and confirm previously created password.
- 5) Email – Enter the e-mail address you want associated with this permit.
- 6) Name – Enter your first and last name with one space between each name.
- 7) Street Address – Enter your current street address.
- 8) Street Address Line 2 – Enter any additional address information such as apartment or suite numbers.
- 9) City – Enter the city associated with your current address.
- 10) State – Enter the state your current address is by entering the complete state name.
- 11) Zip – Enter the seven digit zip code associated with your current address.
- 12) Phone Number – Enter the phone number that you want associated with this permit in the format (###) 555-5555.
- 13) LDWF Charter Boat Fishing Guide License – Enter your six digit LDWF issued charter boat fishing guide license number without any dashes in the format #####.
- 14) Confirm Fishing License Number – Re-enter and confirm the license number entered in step 13.

The registration process is now complete, for a licensed charter boat fishing guide, and the *Submit Application* button may be utilized at this point; the user is then routed to the profile page with the previously entered information displayed (**screen 9**). From this page the user may select to print a copy of their Recreational Offshore Landing Permit by selecting the *View Printable Profile* link underneath the anglers profile information (**screen 10**). A user may also change their password, edit a profile, link to views of previous harvest reports or link to a page to create harvest reports from the profile page. The profile page can be accessed at any time while navigating the website by clicking the *Home* tab on the right side of the page.

http://dev.susco.net:88/saltwaterpermits/Profile/ViewProfile - Windows Internet Explorer

http://dev.susco.net:88/saltwaterpermits/Profile/ViewProfile

File Edit View Favorites Tools Help

★ Favorites | ★ Suggested Sites | Free Hotmail | Web Slice Gallery

http://dev.susco.net:88/saltwaterpermits/Profile/Vie...

Home | Create Report



## Recreational Offshore Landing Permit

Hello, testcharterldwf ! [Log off](#)

**LDWF Charter Boat Fishing Guide License:** 999991  
**Name:** Captain Gulf  
**Phone:** (504) 284-2030  
**Street Address:** 2021 Lakeshore Drive  
**Street Address(line2):** Suite 407  
**City:** New Orleans  
**State:** Louisiana  
**Zip:** 70122  
**Current Offshore Landing Permit:** 999991-6387845  
**Expiration Date:** 6/30/2013

[View Printable Profile](#)  
[Change Password](#)  
[Edit Profile](#)  
[View Harvest Records](#)  
[Create Harvest Report](#)

FEEDBACK

Done Internet 100%

Screen 9. Recreational Offshore Landing Permit Printable View for Licensed Charter Boat Fishing Guides.

http://dev.susco.net:88/saltwaterpermits/Profile/ViewProfile?printable=True - Windows Internet Explorer

http://dev.susco.net:88/saltwaterpermits/Profile/ViewProfile?printable=True

File Edit View Favorites Tools Help

Favorites Suggested Sites Free Hotmail Web Slice Gallery

http://dev.susco.net:88/saltwaterpermits/Profile/Vie...

2012 - 2013



**Recreational Offshore Landing Permit**

Permit:	999991-6387845
Expiration Date:	6/30/2013
LDWF Charter Boat Fishing Guide License:	999991
Name:	Captain Gulf
Phone:	(504) 284-2030
Street Address:	2021 Lakeshore Drive
Street Address(line2):	Suite 407
City:	New Orleans
State:	Louisiana
Zip:	70122

Done Internet 100%

Screen 10. Recreational Offshore Landing Permit Charter Print Permit View.

### **Home and Create Report Tabs**

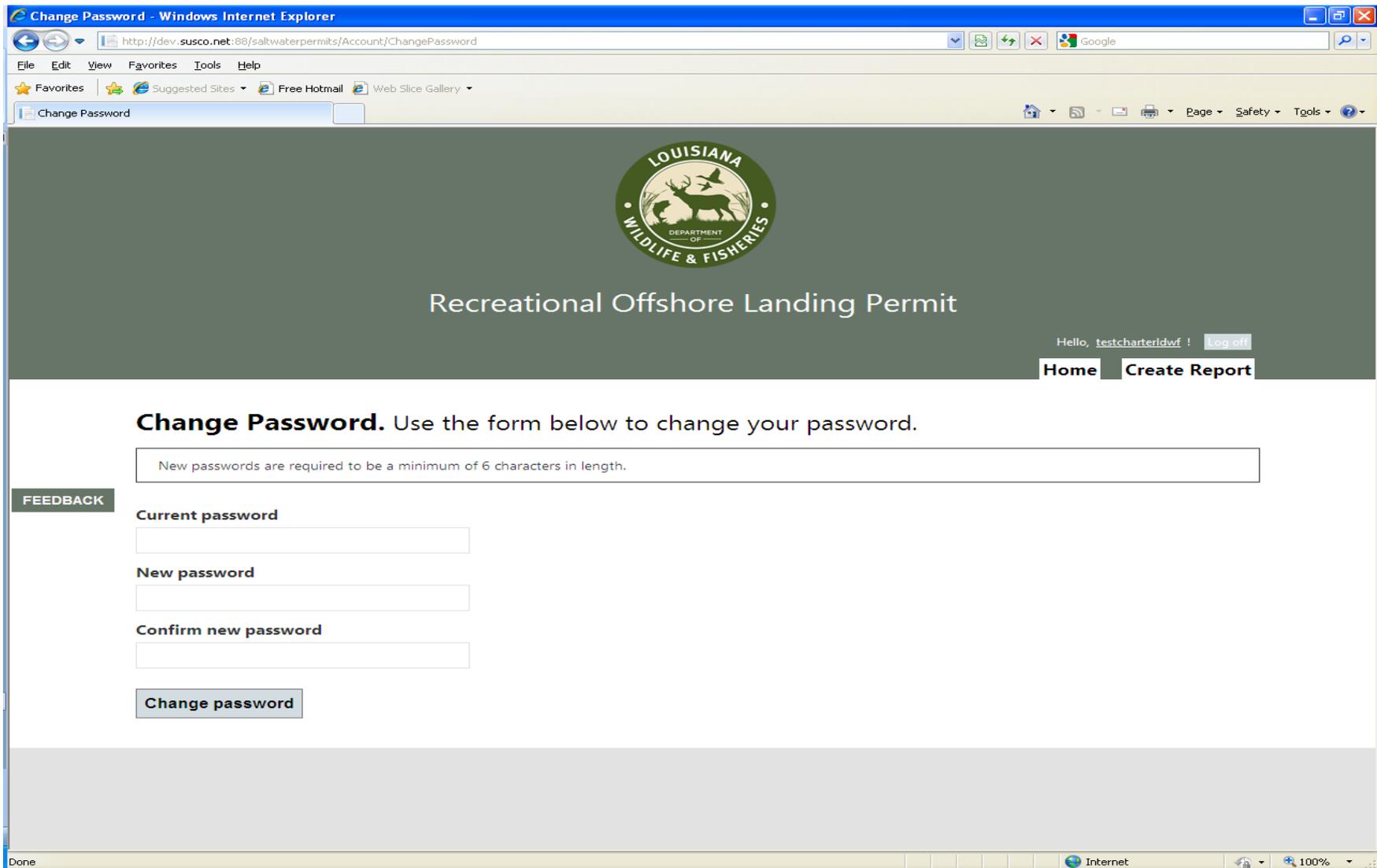
Once a profile has been created or a user has logged in the *Home* and *Create Report* tabs can be clicked at any point during website navigation. The *Home* tab will return the user to the main profile page and the *Create Report* tab will return the user to the page that allows for the creation of a new harvest report.

### **Printable Permit Page**

Once registration is complete a user may print a copy of the Recreational Offshore Landing Permit by selecting the *View Printable Profile* link below the anglers profile information on the profile page as shown earlier in this document. The printable version of the permit will appear on a separate page and can then be printed as the documentation required on board a vessel as shown earlier in this document.

### **Change Password Page**

This page allows a user to change a password by entering a current password, a new password and confirming the new password. As with account registration the new password must be 6 characters in length (**screen shot 11**).



**Screen 11.** Recreational Offshore Landing Permit Change Password Screen.

### **Edit Profile Page**

This page allows a user to change profile information such as name, phone, and address. Simply enter the new information in the appropriate cells and click the *Submit Changes* button (**screen 12**).

Internet Explorer browser window showing the "Edit Profile" page for a "Recreational Offshore Landing Permit". The browser title is "Edit Profile - Windows Internet Explorer" and the address bar shows the URL: <http://dev.susco.net:88/saltwaterpermits/Profile/Edit?fishingLicenseNumber=999991>. The page features the Louisiana Department of Wildlife & Fisheries logo and the title "Recreational Offshore Landing Permit". A user greeting "Hello, testcharterldwf !" and a "Log off" link are visible. Navigation links for "Home" and "Create Report" are present. The main content area is titled "Edit Profile" and contains a form with the following fields:

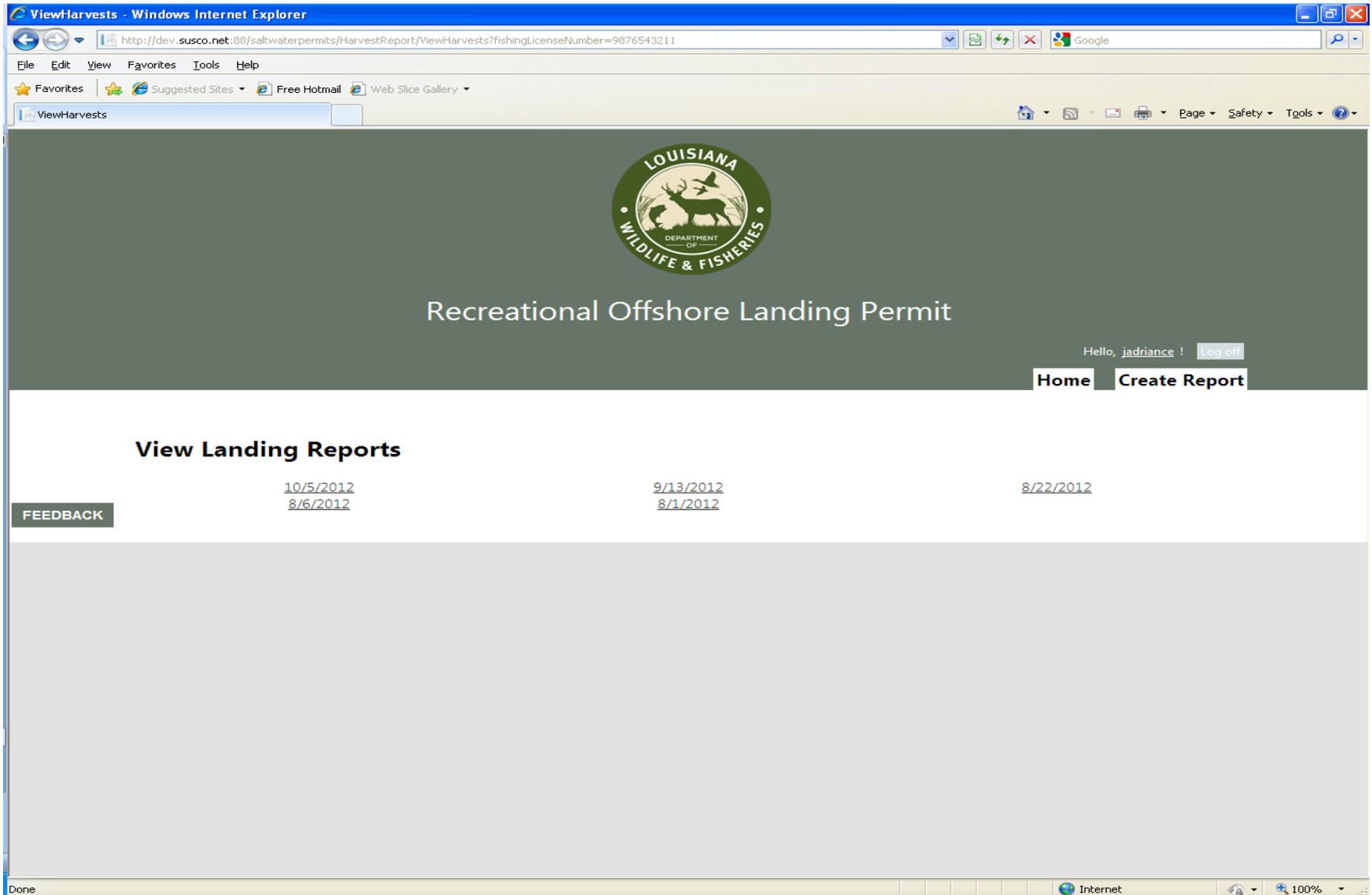
<b>Name:</b>	Captain Gulf
<b>Phone:</b>	(504) 284-2030
<b>Street Address:</b>	2021 Lakeshore Drive
<b>Street Address(line2):</b>	Suite 407
<b>City:</b>	New Orleans
<b>State:</b>	Louisiana
<b>Zip:</b>	70122

Below the form are "Submit Changes" and "Back" buttons. A "FEEDBACK" button is located on the left side of the page. The browser's status bar at the bottom indicates "Internet" and "100%" zoom.

Screen 12. Recreational Offshore Landing Permit Edit Profile Page.

## View Harvest Records

This page allows the user to review previously entered harvest reports. Simply click on the link for the date of the harvest report you wish to view (**screen 13**) and a previous harvest report will appear (**screen 14**).



**Screen 13.** Recreational Offshore Landing Permit View Harvest Reports Page.

The screenshot shows a web browser window with the URL `http://dev.susco.net:88/saltwaterpermit`. The page title is "Recreational Offshore Landing Permit". At the top center is the Louisiana Department of Wildlife & Fisheries logo, which includes a deer and a bird. Below the logo, the text "Recreational Offshore Landing Permit" is displayed in a large font. To the right of this text, there is a "Hello" greeting and a "Home" button. Below the main heading, there is a "FEEDBACK" section. Underneath, the following information is listed:

- Permit Number:** 1234512345-9353
- Date:** 12/26/2012
- Confirmation Number:** 536IDVS3ZR

Below this information is a table with the following data:

Date Caught	Time Caught	Offshore Tract	Block Number	Fish (common name)	Length (inches)	Federal HMS Angling Permit Number	Tag Number
12/26/2012	Midnight - 6am	South Marsh Island	12	Yellowfin Tuna	56	12345678	n/a

At the bottom of the page, there is a "Print This Report" button. The browser's status bar at the bottom right shows a zoom level of 125%.

Screen 14. Recreational Offshore Landing Permit Page Viewing a Previously entered Harvest Report.

## Create Harvest Report

For a user to create a harvest report they must navigate to the create harvest report page via the *Create Report* tab or the *Create Harvest Report* link on the main profile page (*Home*). The create harvest report page will appear as in **screen 15**. To fill out a harvest report for reportable fish:

The screenshot shows a web browser window with the URL `ldwfswp.azurewebsites.net/HarvestReport/Create?permitId=1234512345-9353`. The page header features the Louisiana Department of Wildlife & Fisheries logo and the title "Recreational Offshore Landing Permit". A navigation bar includes "Home" and "Create Report" buttons. The main content area displays the "Permit Number: 1234512345-9353" and a table for recording catch data.

Date Caught	Time Caught	Offshore Tract (Map)	Block Number	Fish (common name)	Length (inches)	Federal HMS Angling Permit Number (?)	Tag Number (?)	
<input type="text"/>	Midnight - 6am	Sabine Pass	<input type="text"/>	Yellowfin Tuna	<input type="text"/> (?)	<input type="text"/>	n/a	Remove

Buttons: Add Fish, Submit Report

**FEEDBACK**

**Time:** Enter the time that you caught the fish.

**Offshore Tract:** Select the tract where you caught the fish; refer to the map if needed.

**Block Number:** Enter the Offshore Tract Block Number where you caught the fish.

**Length:** Enter the fish length in inches; refer to the measurements guide for more information.

**Federal HMS Angling Permit Number:** Only enter the Federal HMS Angling Permit Number if entering information if you caught yellowfin tuna.

**Tag Number:** Only enter the Tag Number if entering information if you caught yellowfin tuna and are using Charter Fishing License.

**Screen 15.** Recreational Offshore Landing Permit Create Harvest Report Screen.

All data is entered per individual fish.

- 1) Date Caught – Choose the date on which the reportable fish was caught, this should be today’s date for all non-charter recreational anglers, using the plus or minus date clicker that has popped up.
- 2) Time Caught – Select one of the six hour time blocks that best fits when you caught the reportable species you for this particular location from the drop down menu provided.
- 3) Offshore Tract – Select the appropriate Offshore Tract where this fish was caught. A map is provided by clicking the ([Map](#)) link in parentheses below Offshore Tract, if you are not familiar with the Outer Continental Shelf planning tracts off of Louisiana.
- 4) Block Number – Enter the block number from within the Offshore Tract you were fishing in when you caught this fish. For example; an angler fishing in Grand Isle 47 would have selected the Grand Isle Offshore Tract above and entered the number 47 for Block Number.
- 5) Fish – This menu will already indicate yellowfin tuna.
- 6) Length – Enter the length in inches of the fish you are reporting. A link denoted by a question mark (?) next to the entry box for inches will provide instructional guidance for how to measure fish.
- 7) Federal HMS Angling Permit – Enter the 8 digit Federal HMS Angling Permit associated with the vessel from which you were fishing. This number is only required if you are reporting yellowfin tuna.
- 8) Tag Number – Enter the LDWF issued tag number for the individual yellowfin tuna reported. This link will only be available if you are logged in as a charter captain and you have selected to report yellowfin tuna. There is an informational link, denoted as a question mark (?), next to the *Tag Number* heading that provides extra information.

\*\*The angler should repeat this process by clicking the *Add Fish* button for each fish that is required to be reported prior to submitting the complete harvest report (**screen 16**).

The screenshot displays a web browser window with the URL `Idwfswp.azurewebsites.net/HarvestReport/Create?permitId=1234512345-9353`. The page header features the Louisiana Department of Wildlife & Fisheries logo and the title "Recreational Offshore Landing Permit". A navigation bar includes links for Home and Create Report, along with a user greeting "Hello, testuser!" and a Log off button. A sidebar on the left contains a FEEDBACK button. The main content area shows the permit number and a table for recording fish catches. The table has columns for Date Caught, Time Caught, Offshore Tract (with a Map link), Block Number, Fish (common name), Length (inches), Federal HMS Angling Permit Number, and Tag Number. A single row of data is present with values: [empty], Midnight - 6am, Sabine Pass, [empty], Yellowfin Tuna, [empty], [empty], and n/a. Below the table is a Remove button. Further down are buttons for Add Fish and Submit Report. A detailed help section provides instructions for each field: Time, Offshore Tract, Block Number, Length, Federal HMS Angling Permit Number, and Tag Number.

**Permit Number:** 1234512345-9353

Date Caught	Time Caught	Offshore Tract (Map)	Block Number	Fish (common name)	Length (inches)	Federal HMS Angling Permit Number (?)	Tag Number (?)
	Midnight - 6am	Sabine Pass		Yellowfin Tuna			n/a

**Add Fish**

**Submit Report**

**Time:** Enter the time that you caught the fish.

**Offshore Tract:** Select the tract where you caught the fish; refer to the map if needed.

**Block Number:** Enter the Offshore Tract Block Number where you caught the fish.

**Length:** Enter the fish length in inches; refer to the measurements guide for more information.

**Federal HMS Angling Permit Number:** Only enter the Federal HMS Angling Permit Number if entering information if you caught yellowfin tuna.

**Tag Number:** Only enter the Tag Number if entering information if you caught yellowfin tuna and are using Charter Fishing License.

**Screen 16.** Recreational Offshore Landing Permit Add Fish Screen.

Add Fish Button – This button allows the user to add another fish to the harvest report that is being created. Repeat this step as many times as needed to add as many fish as are being reported.

Remove Button – The *Remove* button at the end of each line of data may be utilized as a delete button should a mistake have been made and an angler wishes to remove the entire entry and start over. Individual mistakes can be corrected by simply changing the information in each field prior to submitting the report.

Submit Report Button – When an angler has added all reportable fish to a harvest report he may finalize the report and submit the report to LDWF by clicking the *Submit Report* button. When the *Submit Report* button is clicked, red text will appear on the screen prompting the user to confirm all the information in his or her report prior to clicking a *Confirm* button (**screen 17**) that has now appeared on the screen. The user should be absolutely certain that all information is correct prior to clicking the *Confirm* button.

The screenshot shows a web browser window with the URL `Idwfswp.azurewebsites.net/HarvestReport/Create?permitId=1234512345-9353`. The page header features the Louisiana Department of Wildlife & Fisheries logo and the title "Recreational Offshore Landing Permit". A navigation bar includes "Home" and "Create Report" buttons. The main content area displays the permit number "1234512345-9353" and a table with the following data:

Date Caught	Time Caught	Offshore Tract (Map)	Block Number	Fish (common name)	Length (inches)	Federal HMS Angling Permit Number (?)	Tag Number (?)	
12/27/2012	Midnight - 6am	Sabine Pass	11	Yellowfin Tuna	11	12344567	n/a	Remove

Below the table is an "Add Fish" button and a red confirmation message: "Please click Confirm to submit your report. You may still make changes to the information before confirming." A "Confirm" button is located below the message. Explanatory text for each field is provided at the bottom of the screen:

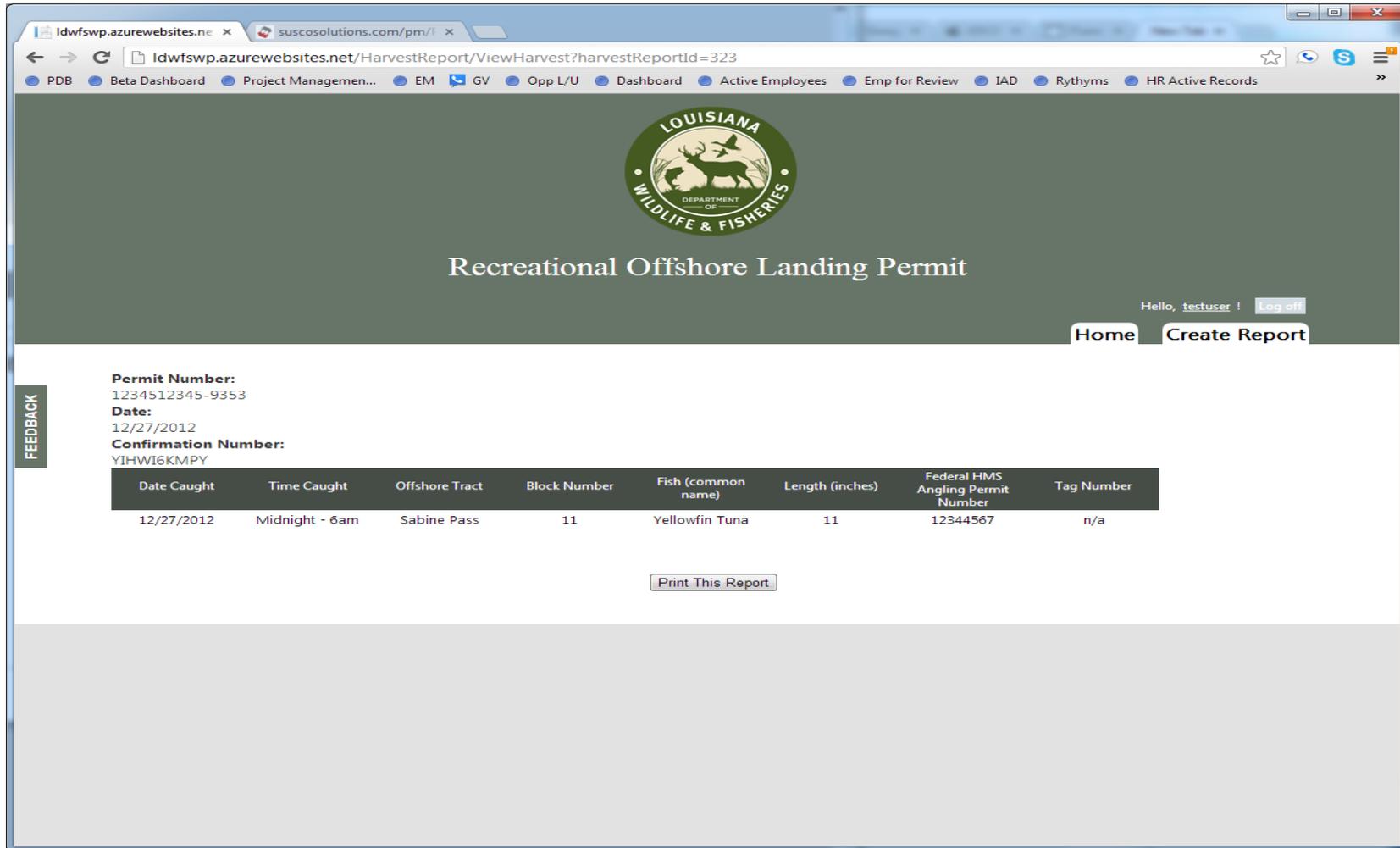
- Time:** Enter the time that you caught the fish.
- Offshore Tract:** Select the tract where you caught the fish; refer to the map if needed.
- Block Number:** Enter the Offshore Tract Block Number where you caught the fish.
- Length:** Enter the fish length in inches; refer to the measurements guide for more information.
- Federal HMS Angling Permit Number:** Only enter the Federal HMS Angling Permit Number if entering information if you caught yellowfin tuna.
- Tag Number:** Only enter the Tag Number if entering information if you caught yellowfin tuna and are using Charter Fishing License.

**Screen 17.** Recreational Offshore Landing Permit Harvest Report Entry Confirmation Screen.

Confirm Button – The *Confirm* button allows the user to submit a final confirmed harvest report, see above.

### **Submitted Report**

After an angler has submitted and confirmed a harvest report they will be directed to a website page that displays the harvest report that was just submitted. On this page an angler may print the harvest report utilizing the *Print This Report* button (**screen 18**).



**Screen 18.** Recreational Offshore Landing Permit Submitted Report Screen.

## **Confirmation Number**

Once the angler has submitted a harvest report his or her Confirmation Number will appear on the left side of the submitted report below the permit number (**screen 18**). The confirmation number will consist of a ten-digit alpha numeric code. [This confirmation number is the authorization number that needs to be placed on the harvest log prior to offloading reportable species from a vessel.](#)

## **Continued Navigation**

From this point an angler user may navigate to any page on the website by utilizing the *Home* tab or returning to the “create a report” page to enter another harvest report by utilizing the *Create Report* tab.

## **MOBILE WEBSITE**

The application for a Recreational Offshore Landing Permit and the filing of Harvest Reports and the receiving of Confirmation numbers will follow the same process as outlined in the instructions above for the normal website. There will only be a difference in how individual pages appear while navigating the website. Please see below for some example screens from the mobile website.

## **iOS APPLICATION**

The iOS application for smartphones or tablets application will be available for download through the Apple App Store at no cost and a link for download will be available at [www.wlf.la.gov/rolp](http://www.wlf.la.gov/rolp) . The application for a Recreational Offshore Landing Permit and the filing of Harvest Reports and the receiving of Confirmation numbers will follow the same process as outlined in the instructions above for the normal website. Search for **“Louisiana Recreational Offshore Landing Permits App”** in iTunes or the App Store.

## **ANDROID APPLICATION**

The Android application for smartphones or tablets will be available for download from a link at [www.wlf.la.gov/rolp](http://www.wlf.la.gov/rolp) . The application for a Recreational Offshore Landing Permit and the filing of Harvest Reports and the receiving of Confirmation numbers will follow the same process as outlined in the instructions above for the normal website. Search for **“LDWF Rec. Offshore Landing App”** in the Google Play Store.

## **PHONE LINE**

For users calling the reporting phone line at **877-792-3440** the flow will be as outlined in Appendix 2. Users will simply follow the prompts provided or answer the questions asked during the phone call. Phone users will be given a confirmation number at the end of the phone call which will serve as the authorization for offloading reportable species.

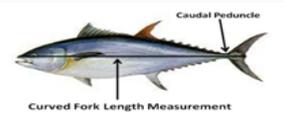
**Appendix 3. Sample Harvest Logs to be maintained onboard a vessel.**

Yellowfin Reporting Form.xlsx - Microsoft Excel

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### Louisiana Yellowfin Tuna Harvest Reporting Form (Recreational and Charter Only)



LA Offshore Permit Number:

YEAR: **2012**

	Date (Month and Day)	Time	a.m. or p.m.	Trip Type (Private or Charter)	Location (OCS Block)	Curved Fork Length (inches)	Authorization Number	Vessel Federal HMS Angling Permit Number
1								
2								
3								
4								
5								
6								
7								
8								
9								
10								

Preview: Page 1 of 1 100%

